
 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY DIRECTIVE</p> <p><input checked="" type="checkbox"/> Offender Manual <input type="checkbox"/> Spanish</p>	<p>DEPARTMENT WIDE</p>	<p>NUMBER</p> <p>DOC 150.100</p>
	<p>SIGNATURE</p>  <p>JOSEPH D. LEHMAN, SECRETARY</p>	<p>EFFECTIVE DATE</p> <p>12/27/00</p>
		<p>PAGE NUMBER</p> <p>1 of 5</p>
<p>TITLE</p> <p>PUBLIC INFORMATION AND MEDIA RELATIONS</p>		

SUPERSESSION:

DOC 150.100 effective 1/31/98

REFERENCES:

DOC 100.100 is hereby incorporated into this Policy Directive; RCW 10.97; ACA 3-4021; ACA 3-4021-1; ACA 3-4022; ACA 3-4267; DOC 280.510 Public Disclosure of Records; DOC 400.100 Duty Officer/Reporting of Emergencies and Significant Events; DOC 410.160 Emergency Media Management; DOC 420.340 Searches of Visitors; DOC 450.200 Telephone Use by Offenders; DOC 450.100 Mail for Offenders; DOC 450.300 Visits for Prison and Pre-Release Offenders; DOC Media Relations Handbook

POLICY:

- I. Public information is an integral element of the Department's mission. The Department encourages interaction with the public and the news media.
- II. Staff shall provide the public, media, and other agencies accurate and timely information in compliance with DOC 280.510 Public Disclosure of Records, DOC Media Relations Handbook, and security objectives of the Department.

DIRECTIVE:

- I. Responsible Staff
 - A. The Department's Public Information Chief is responsible for the administration of the Public Information Program and shall:
 1. Coordinate dissemination of information relating to Department wide initiatives;
 2. Serve as the Department's spokesperson; and
 3. Provide training and support to staff.
 - B. The Headquarters Public Information Officer (PIO) assists the Public Information Chief and serves as liaison to the Department's Regional Public Information Teams.

NUMBER DOC 150.100	TITLE PUBLIC INFORMATION AND MEDIA RELATIONS	EFFECTIVE DATE 12/27/00	PAGE NUMBER 2 of 5
------------------------------	--	----------------------------	-----------------------

C. PIOs shall be identified as follows:

1. Each facility Superintendent/Supervisor shall identify a PIO for his/her facility.
2. The Correctional Industries (CI) Administrator shall identify a PIO for CI operations.
3. The field office Supervisor shall serve as the PIO, unless the Field Administrator (FA) identifies otherwise.

D. Each Regional Administrator (RA) shall establish a Regional Public Information Team and designate a Team Leader.

1. All PIOs will serve as members of the team.
2. Regional Public Information Teams shall develop and maintain a regional public information plan that includes:
 - a. Lists of elected/public officials, community resource persons and locations, and news media representatives;
 - b. Lists of regional/site specific promotional multi-media materials;
 - c. Situational based notification procedures (i.e., press notification, stakeholder notification); and
 - d. Provisions for training staff in media relations.

II. Public Information Officer/Regional Team Leader Responsibilities

A. Establish a process for informing the public and representatives of the news media of newsworthy events within the facility/office that, at a minimum, includes:

1. The identification of areas in the facility/office that are accessible to representatives of the news media;
2. The contact person(s) for routine requests for information;
3. Confidentiality of data and information protected by federal or state privacy laws, or federal and state freedom of information laws;
4. Special events coverage;
5. News releases; and

NUMBER DOC 150.100	TITLE PUBLIC INFORMATION AND MEDIA RELATIONS	EFFECTIVE DATE 12/27/00	PAGE NUMBER 3 of 5
------------------------------	--	----------------------------	-----------------------

6. The designation of individuals or positions within the facility authorized to speak with representatives of the news media on behalf of the facility/office.

- B. Send a copy of published news articles concerning his/her facility/office to the RA and Public Information Chief.
- C. Review articles submitted for the Department's newsletter by staff in their assigned area and forward to the Headquarters PIO by the first of the month.
- D. Document all media contact on DOC 02-373 Media Contact Log and forward a copy to the RA and Public Information Chief by the 5th of every month.

III. News Releases

- A. News releases of interest to local/regional media may be released by a PIO/Regional Team Leader and shall be shared with the Public Information Chief/designee.
- B. News releases with statewide/national interest shall be reviewed and approved by the Public Information Chief/designee, when feasible.
- C. Emergency news releases shall be handled per DOC 410.160 Emergency Media Management.

IV. Media Contacts

- A. Any staff member contacted by a representative of the news media must inform his/her supervisor. Facility staff shall also inform the PIO. Field office staff shall also inform the Regional Team Leader.
- B. Any staff member contacted directly by the news media shall:
 - 1. Refer the inquiry to the appropriate staff;
 - 2. Provide a factual response, if in their area of responsibility/expertise; or
 - 3. Coordinate a response with the PIO/Regional Public Information Team/Headquarters PIO.
- C. Staff shall inform their supervisor and PIO of any events that may attract public and/or news interest.

V. Media Access

- A. News media representatives consist of persons whose principal employment is gathering and reporting news for a:
 - 1. Radio or television program whose primary purpose is news reporting for a licensee of the Federal Communications Commission;

NUMBER DOC 150.100	TITLE PUBLIC INFORMATION AND MEDIA RELATIONS	EFFECTIVE DATE 12/27/00	PAGE NUMBER 4 of 5
------------------------------	--	----------------------------	-----------------------

2. Newspaper reporting general interest information news and circulated to the public in the community where it is published;
 3. News magazine that has a national circulation, is sold by mail subscriptions, or on newsstands to the general public; and
 4. National or international news service.
- B. Pre-arranged news media visits to facilities are encouraged. News media representatives shall request access to the facility in writing and provide the following information:
1. Full name, social security number, date of birth, race, and gender for the purpose of NCIC/WASIC background checks;
 2. Purpose of visit;
 3. Time and duration of visit;
 4. Identity of staff/offender(s) to be seen, if applicable; and
 5. Proposed use of camera or other recording devices. The PIO or facility Superintendent/Supervisor must approve possession of news media cameras and recording devices before being allowed into the facility.
- C. News media representatives must provide positive identification. Foreign media, except for Canadians, must have an "I" Visa on their passport.
- D. Representatives of news media visiting a facility are subject to search procedures per DOC 420.340 Searches of Visitors.
- E. Staff shall ensure media representatives sign the completed DOC 21-900 Media Visit Information Sheet and complete and sign DOC 21-902 News Media Agreement prior to being allowed into the facility.
- F. News media representatives must be escorted by staff. Random access, not specific to the purpose of the visit, is prohibited.
- G. During an emergency, news media representatives will be restricted to a designated media center per DOC 410.160 Emergency Media Management.
- VI. Incarcerated Offender Interviews
- A. Offenders may correspond with representatives of the news media via US Mail in accordance with DOC 450.100 Mail for Offenders and may be permitted in-person interviews and/or telephonic interviews per DOC 450.200 Telephone Use by Offenders with representatives of the news media.

NUMBER DOC 150.100	TITLE PUBLIC INFORMATION AND MEDIA RELATIONS	EFFECTIVE DATE 12/27/00	PAGE NUMBER 5 of 5
------------------------------	--	-----------------------------------	------------------------------

- B. News media representatives must obtain the offender's permission in writing prior to an interview being scheduled.
 - 1. Offender interviews shall be scheduled at times that are not disruptive to the orderly operations and security of the facility.
- C. The facility Superintendent/Supervisor may deny or restrict in-person interviews if such contact is determined to be disruptive or a threat to the safety, security, and/or orderly operation of the facility. Representatives of the news media may be denied in-person contact if the offender:
 - 1. Has been segregated for disciplinary reasons;
 - 2. Is undergoing mental health treatment;
 - 3. Has filed criminal charges against another offender; or
 - 4. Has been determined to endanger the security of the facility.
- D. Offenders shall complete DOC 21-901 Offender Consent to Contact with News Media prior to any interview, filming, taping, photographing, or voice recording.
- E. Offenders cannot accept compensation, or anything of value, for news media interviews.

VII. Staff Interviews

- A. On duty, in-person interviews and photographs of Department staff may be permitted only with prior authorization of the facility/office Superintendent/Supervisor and the staff member.
 - 1. Department staff cannot accept compensation for on duty news media interviews.
 - 2. Photographing on duty staff without their consent is prohibited.

DEFINITIONS:

Words/terms appearing in this Policy Directive may be defined in the Glossary section of the Policy Directive Manual.

ATTACHMENTS:

None

DOC FORMS (See Appendix):

DOC 02-373 Media Contact Log
 DOC 21-900 Media Visit Information Sheet
 DOC 21-901 Offender Consent to Contact with News Media
 DOC 21-902 News Media Agreement